



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

REGION 5
77 WEST JACKSON BOULEVARD
CHICAGO, IL 60604-3590

EPA Region 5 Records Ctr.




273995

REPLY TO THE ATTENTION OF:
MCC-10J

DATE: April 17, 2002

SUBJECT: Designation of Contracting Officer's Technical Representative
(COTR)

FROM: 
David A. Alberts
Contracting Officer

TO: Giang Van Nguyen
Work Assignment Manager

1. As Work Assignment Manager for Contract number 68-W7-0026, Work Assignment number 127-ROBE-051C with Roy F. Weston, you are hereby appointed as Contracting Officer's Technical Representative (COTR).

2. As a COTR you are responsible for performance of the following functions:

- a. Familiarizing yourself with all terms and conditions of the work assignment.
- b. Seeking clarification from the Contracting Officer on any contract provision which is not understood or subject to more than one interpretation.
- c. Monitoring performance to insure that the requirements of the work assignment are being satisfactorily executed by the Contractor within the schedule of the work assignment.
- d. Bringing to the attention of the Contracting Officer and the Contractor all performance which is not in compliance with work assignment requirements.
- e. Maintaining written records of Contractor performance and keeping the Contracting Officer informed, in a timely manner, both orally and in writing, of the quality of Contractor performance.
- f. Recommending to the Contracting Officer changes to the work assignment which will improve the quality of the work assignment or the manner in which it is performed.
- g. Ensuring that Government personnel do not attempt to supervise, correct, or otherwise interfere with the activities of Contractor employees.

- h. Ensuring that the Contractor performs no work outside the scope of the work assignment.
- i. Monitoring the Contractor's use of Government Furnished Property to ensure it is used to the maximum extent possible under the contract and that it is used as authorized.
- j. Reviewing and approving progress reports, determining that the payment requested is commensurate with the items/ services delivered and reviewing and approving vouchers/ invoices.

3. In the discharge of the functions listed above, do not take any action which could:

- a. change any terms or conditions of the work assignment and/or contract;
- b. result in any change in price;
- c. involve supervision of Contractor employees;
- d. result in the Contractor performing any work outside the scope of the work assignment and/or contract;
- e. change the performance period of the work assignment.

The Contracting Officer has the overall responsibility for the administration of this contract. He/She alone is authorized to take actions on behalf of the Government which includes but is not limited to: interpreting, amending, modifying or deviating from the contract terms, conditions, requirements, specifications or details; approving work plans; issuing final decisions regarding Contractor claims or issues under dispute; entering into negotiations and terminating the contract for convenience of the Government or for default.

4. This appointment will remain in effect through the life of the work assignment, or until the expiration of the contract, your release from COTR responsibilities for this work assignment by your supervisor, your reassignment to another organization or agency, or until it is otherwise rescinded in accordance with agency procedures. Your authority as COTR cannot be further redelegated. Supervisors are not entitled to, and may not exercise COTR authority in your place.

cc: Mr. Burton, Project Manager
Pat Vogtman, EPA Project Officer, SM-5J

COTR
Distribution Sheet

Contract Number: 68-W7-0026 Date of Distribution: APR 18 2002

Work Assignment Number: 127-ROBE-051C

Contractor: Roy F. Weston
 750 East Bunker Court, Suite 500
 Vernon Hills, IL 60061-1450

<u>NO.</u>	<u>COPY</u>	<u>ADDRESSEE</u>
1	Copy	Work Assignment Manager Giang Van Nguyen <i>SR-6J</i>
1	Copy	Work Assignment File
1	Copy	Pat Vogtman Project Officer
1	Copy	Mr. Burton Project Manager Weston
1	Copy	Chief, RRB#1 Lawrence Schmitt